Foxit
PDF Creator

User Manual

for

Version 3.0

An extremely small, fast and accurate PDF creator!

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Virtual PDF Printer Essentials

Virtual PDF printer serves as a real printer. Once you installed it, you will see a printer special for generating PDF, and the printer is added to your printers' list. With this printer, you can get PDF files. Virtual PDF printer works like a MS Windows® printer, but there is an essential difference between virtual and real printer, it generates a PDF file to be saved into your disk while doing the printout through Virtual PDF printer, instead of having the printout on paper or other material.

At present, there are several ways to create PDF documents:

- Use the specific PDF composer software (like Foxit Editor);
- Convert to PDF file based on the page PostScript file;
- Use the virtual printer to create PDF file from other file formats.

The former two ways might be time-consuming compared with the approach – virtual PDF printer, which directly creates PDFs from any printable document (.doc, .xls, .ppt, images, text, web pages, etc.)

There are many tools available for creating PDFs using a virtual printer at current market, and the created PDFs may look the same, however they are very different under the hood. In our repeated tests and comparing, we believe, Foxit PDF Creator will be the right tool for you to create PDFs, and it will impress you with its unique Benefits and rich Features.

Chapter One – Introduction to Foxit PDF Creator

Foxit PDF Creator is a small, fast and easy PDF creation tool that converts any type of printable Windows document, including DOC, XLS, PPT, TXT, E-MAIL and even HTML, to a universally accepted PDF format with the click of a button. It helps users to generate accurate PDF files in seconds while retaining the original layout of documents. Using Foxit PDF Creator, individuals and corporations are able to easily create electronic documents that can be shared across a wide range of hardware and software.

With powerful search ability and high-performance PDF displaying and processing, Foxit PDF Creator is designed specially based on the same Foxit core PDF technologies. It supports Windows 2000/2003/XP/Vista (32-Bit & 64-Bit) and is compatible with PDF standard 1.7.

This chapter covers the following sections:

- Benefits
- Features
- What's new

Benefits

Search ability

Many PostScript-driver based PDF creation tools create PDFs without character encoding information. Therefore it's impossible to do a search in the resulted PDFs. Even though you can look at all those characters, you can't search them. Foxit PDF Creator retains all character encoding information, so you can search it, extract it, and convert back to pure text document.

Display and process efficiency

Many PDF creation tools break text contents into individual characters, causing some performance issues for displaying and processing. Foxit PDF Creator groups texts with similar "display attributes" together, which improving performance when the PDF gets displayed or processed.

File size

Many PDF creation tools require all or many fonts to be embedded with the PDF file, resulting in bigger file size for the PDF. Foxit PDF Creator can reduce the file size for many documents.

Speed

Many PDF creation tools adopt a two phase creation procedure: first print to PostScript language, then convert to PDF, not only it will often lose some information during the process, but it also takes more time. Foxit PDF Creator directly creates PDFs from any printable application, fastest among all current PDF creation tools.

Accuracy

Many PDF creation tools can’t handle complicated Windows drawing features like transparency, and the generated PDFs are not identical to the original documents. Foxit PDF Creator processes all Windows drawing functions so your PDF is always same as your original document.

Compatibility

As developer of popular Foxit Reader, Foxit Software knows PDF standard very well. This ensures PDFs created by Foxit PDF Creator will have the best result in any standard PDF reader.

Features

Here is a list of key features Foxit PDF Creator offers:

- Convert any type of printable documents (DOC, XLS, PPT, HTML, EML, TXT, AutoCAD drawings, E-mail etc…) into searchable PDF files just by clicking the button print to "Foxit PDF Printer";
- Enable powerful search capability like searching(press "Ctrl+F"), extracting (click "copy" and "paste"), converting back to pure text document(click "text viewer" in Foxit Reader to preview the whole text file converted from a PDF file);
- Enable accurate and efficient PDF displaying and processing;
- Support embedding Windows fonts;
- Support image resolution up to 2400 DPI ;
- Support transparent imaging module;
- Reduce file size in the resulted PDFs for many documents;
- Simplify the PDF creation procedure and save time;
- Print like a real printer with custom paper size support (like Letter, Legal, A3, A4, A5, A6, ...);
- Feel free to set page margins and orientation when printing to Foxit PDF Printer;
- Easily install: everything is installed within minutes;
- Comply with PDF 1.3 and above specification;
- Support PDF/A-1b standard;
- Does not require Ghost Script or other 3rd party software to create PDF files;
- Automatically output PDF file to a specific path;
- Secure with Password or Certification.

What's new

What's new in Foxit PDF Creator 3.0

The following is a list of exciting new and enhanced features in Foxit PDF Creator 3.0.

Supporting password and certificate encryption
You can protect sensitive PDF documents to prevent loss of valuable company information. Configure the security settings in the Foxit PDF printer properties to control access to PDF documents.

Setting Document Information
Add document information for converted PDF documents, including titles, subjects, author, creator and keywords. Also edit document's metadata to archive and search PDFs with ease.

Headers and Footers
Add headers or footers for PDF pages. Choose font, size and color of the text with ease, as well as set display position of headers and footers in a PDF file.

Adding Watermark
Add watermark to PDF documents. Use either text or image as the watermark. Rotating and setting the transparency of the image are also supported. Watermarking is an ideal tool to stamp a document such as Draft or Confidential.

What's new in Foxit PDF Creator 2.0

The following is a list of exciting new and enhanced features in Foxit PDF Creator 2.0.

PDF / A-1b Standard Support
Create a PDF file which can be used for long term archiving and reliable reproduction of the visual appearance of a PDF document.

More Embedded Fonts Support
Besides True Type, Type 1 and OpenType Fonts now can be embedded in PDF files.

Image Converting Enhancement
Optimizes the image printing and reduces the size of converted PDF files dramatically.

Chapter Two – Installation and Registration

This chapter describes the system requirements, installation and registration of Foxit PDF Creator.

The following sections are included:

- System Requirements
- Installing Foxit PDF Creator
- What've Happened to Your System after Installation
- Registering Foxit PDF Creator
- Uninstalling Foxit PDF Creator

System Requirements

- At least Intel Pentium II
- At least 32MB RAM
- Windows /XP/Vista/Windows 7
- Foxit PDF Reader installed to view generated PDF files

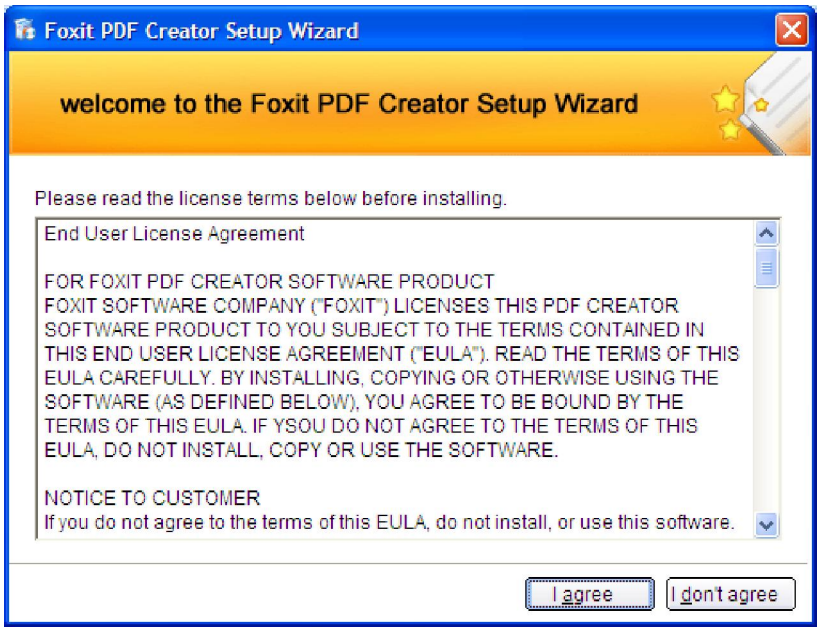
Installing Foxit PDF Creator

Before you install the software, log in Microsoft Windows with an Administrator privilege. Foxit PDF Creator installs just like a regular printer. You just download the setup program file into your own PC named "foxitcreator_setup.exe" from Foxit website, and then do the followings:

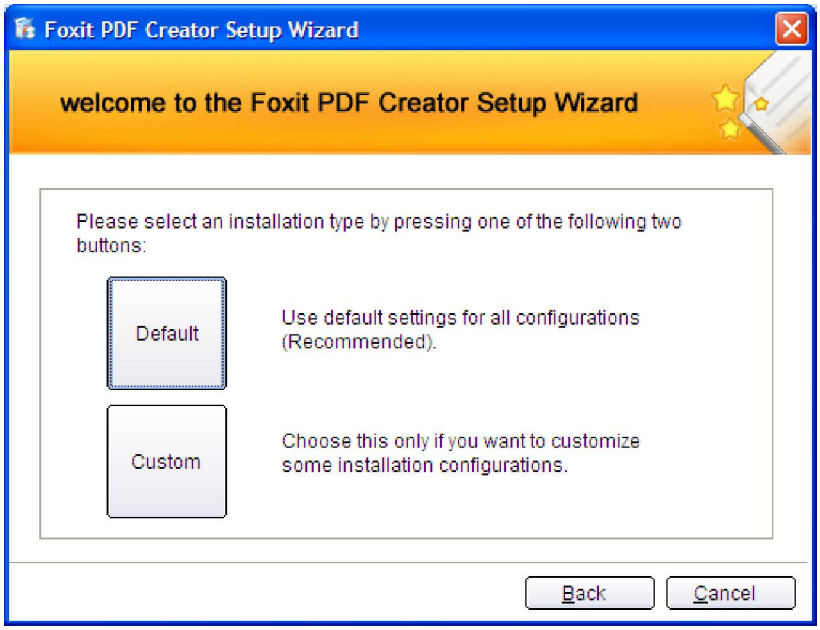
1. Double click the "foxitcreator_setup.exe" file, and you will see the Setup Wizard pop-up, click **Next** button to go on.

Foxit PDF Creator Setup Wizard
Create PDFs with Ease
PDF
Foxit
Welcome to Setup
Setup will install Foxit PDF Creator on your computer. To continue, please click Next.
WARNING: This program is protected by copyright law and international treaties.
Next>
Cancel

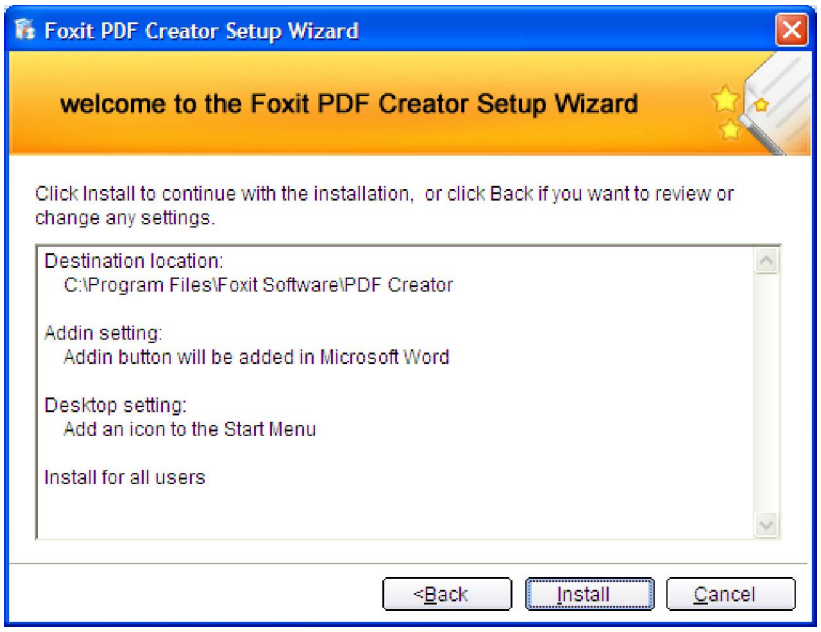
2. Please read the license terms in the table, then click "**I agree**" to continue installing.


Foxit PDF Creator Setup Wizard
welcome to the Foxit PDF Creator Setup Wizard
Please read the license terms below before installing.
End User License Agreement
FOR FOXIT PDF CREATOR SOFTWARE PRODUCT
FOXIT SOFTWARE COMPANY ("FOXIT") LICENSES THIS PDF CREATOR SOFTWARE PRODUCT TO YOU SUBJECT TO THE TERMS CONTAINED IN THIS END USER LICENSE AGREEMENT ("EULA"). READ THE TERMS OF THIS EULA CAREFULLY. BY INSTALLING, COPYING OR OTHERWISE USING THE SOFTWARE (AS DEFINED BELOW), YOU AGREE TO BE BOUND BY THE TERMS OF THIS EULA. IF YSOU DO NOT AGREE TO THE TERMS OF THIS EULA, DO NOT INSTALL, COPY OR USE THE SOFTWARE.
NOTICE TO CUSTOMER
If you do not agree to the terms of this EULA, do not install, or use this software.
I agree
I don't agree

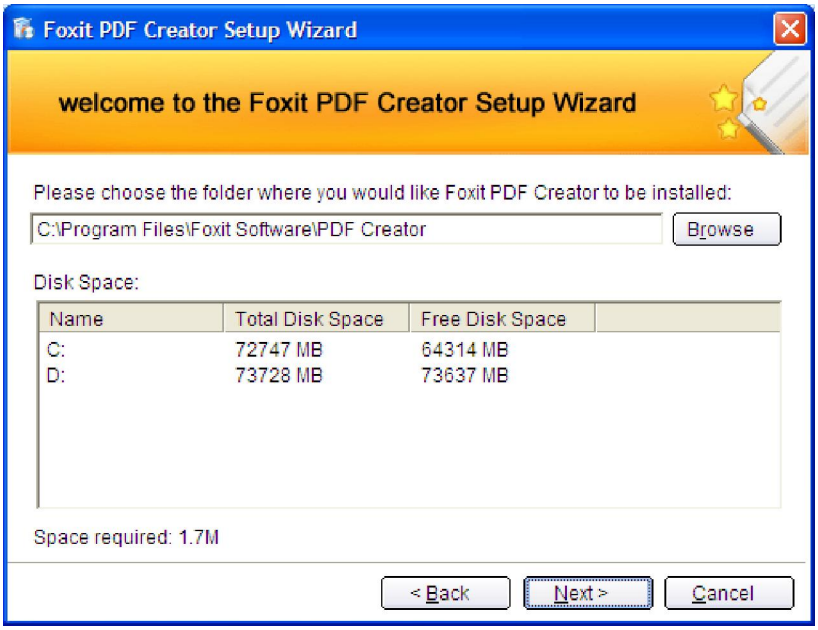
3. In this step, there are two installation types, please select one type and press the button.


Foxit PDF Creator Setup Wizard
welcome to the Foxit PDF Creator Setup Wizard
Please select an installation type by pressing one of the following two buttons:
Default
Use default settings for all configurations (Recommended).
Custom
Choose this only if you want to customize some installation configurations.
Back
Cancel

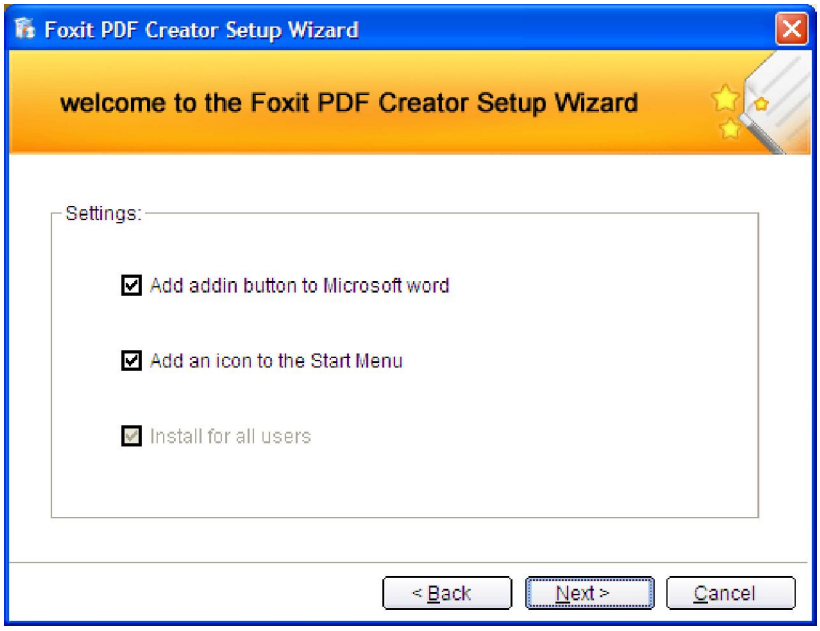
4. If you select "**Default**", it will finish Foxit PDF Creator setup by the default setup configuration that Foxit has preset for the installation.


Foxit PDF Creator Setup Wizard
welcome to the Foxit PDF Creator Setup Wizard
Click Install to continue with the installation, or click Back if you want to review or change any settings.
Destination location:
C:\Program Files\Foxit Software\PDF Creator
Addin setting:
Addin button will be added in Microsoft Word
Desktop setting:
Add an icon to the Start Menu
Install for all users
<Back
Install
Cancel

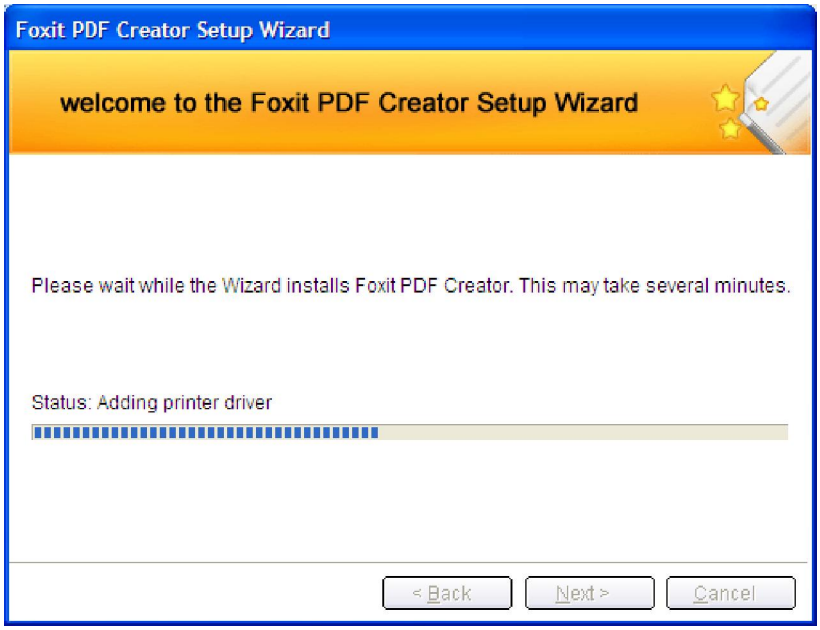
5. If you select "**Custom**", you can **Browse** your PC to change the destination location. After done, click **Next** button.



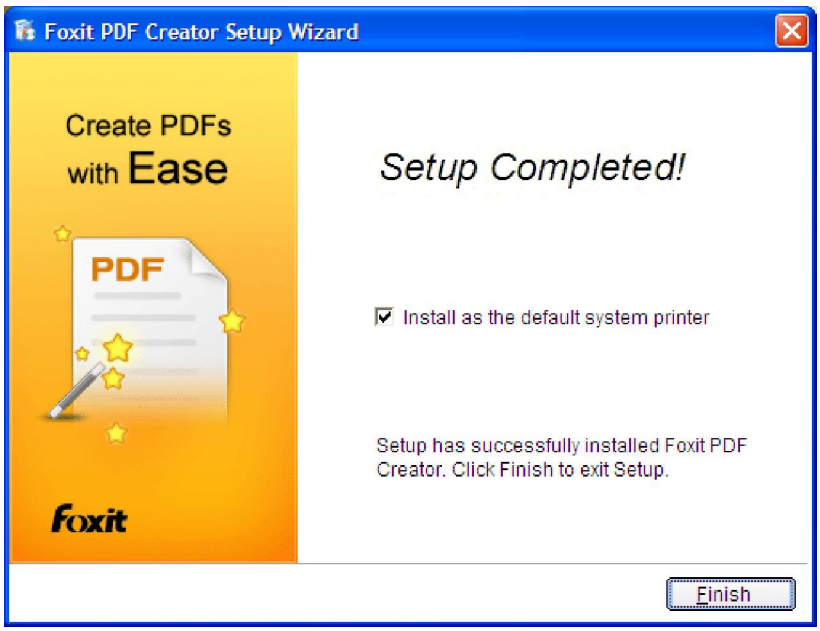
6. Settings: you can decide whether select the settings of "Add addin button to Microsoft word" and "Add an icon to the Start Menu". And then click **Next** to continue.


Foxit PDF Creator Setup Wizard
welcome to the Foxit PDF Creator Setup Wizard
Settings:
Add addin button to Microsoft word
Add an icon to the Start Menu
Install for all users
< Back
Next >
Cancel

7. In this step, you will see the progress of the installation. It just takes few minutes to finish.


Foxit PDF Creator Setup Wizard
welcome to the Foxit PDF Creator Setup Wizard
Please wait while the Wizard installs Foxit PDF Creator. This may take several minutes.
Status: Adding printer driver
< Back
Next >
Cancel

8. Lastly, comes the successful inform screen. Just click **Finish** button to wind up the setup.


Foxit PDF Creator Setup Wizard
Create PDFs with Ease
PDF
Foxit
Setup Completed!
Install as the default system printer
Setup has successfully installed Foxit PDF Creator. Click Finish to exit Setup.
Finish

9. Now, you see the pop-up screen, is the Registration screen. If you are a trial user, just click **Keep Evaluating** button. If you're a licensed user, please find the right key and click **Register the Key** button. For details, please refer to Registering Foxit PDF Creator.

What've Happened to Your System after Installation

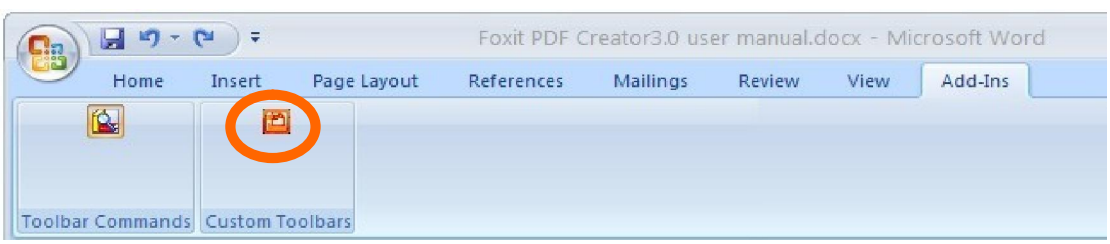
Congratulations! You have installed the Foxit PDF Creator successfully. Now let's see what have happened to your system.

- Open "Start Menu->Programs", you can see "Foxit PDF Creator" group with registration and uninstallation program.
- Open "Control Panel"->"Printers and Faxes", you can see Foxit PDF Creator is added with the name "Foxit PDF Printer". See the following figure.

- Open MSWord, you can see a Foxit PDF Creator's icon on the toolbar. It is an add-on in Word for you to convert hyperlink and bookmarks in the document to be clickable in produced PDF files.

Foxit PDF Creator 3.0 user manual.doc - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
Normal + Verdana

MSWord2003


Foxit PDF Creator3.0 user manual.docx - Microsoft Word
Home Insert Page Layout References Mailings Review View Add-Ins
Toolbar Commands
Custom Toolbars

MSWord 2007

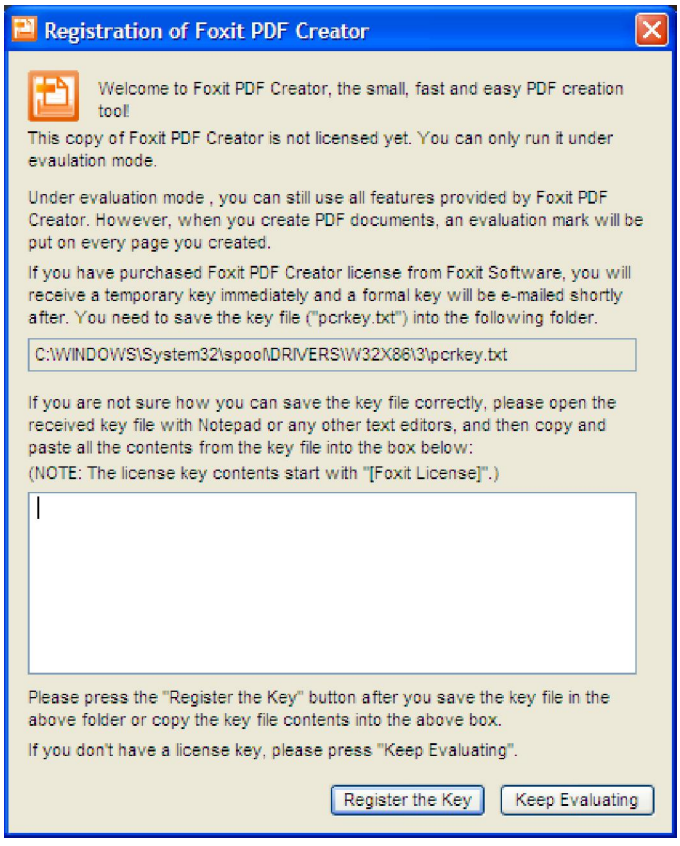
Registering Foxit PDF Creator

The evaluation version for Foxit PDF Creator is a fully functional software and will never expire. Under evaluation mode, you can still use all features provided by Foxit PDF Creator. However, when you create PDF documents, an evaluation mark will be put on every page you created.

If you have installed an unlicensed copy of Foxit PDF Creator, a registration screen will prompt you to register immediately after the installation is finished. If you don't want to register, you just click Keep Evaluating button to continue.

Licenses for Foxit PDF Creator may be purchased from Foxit Software website: https://www.foxitsoftware.com/secure/order.php?Product=PDF+Creator.

If you have purchased Foxit PDF Creator License from Foxit Software via credit card, you will receive a temporary key immediately and a formal key will be e-mailed shortly after. You need to save the key file ("pcrkey.txt") into the following folder:
C:\WINDOWS\System32\spool\DRIVERS\W32X86\3\pcrkey.txt
Also, you can copy and paste all the content from the key file into the box.


Registration of Foxit PDF Creator
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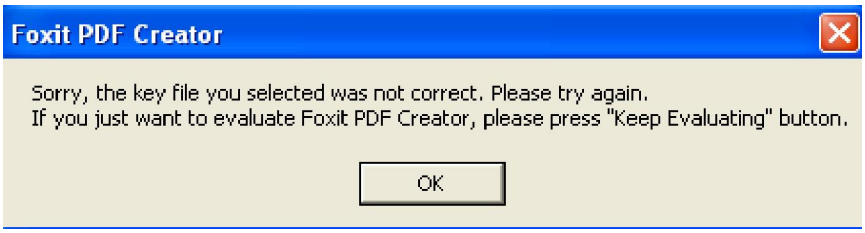
Under evaluation mode , you can still use all features provided by Foxit PDF Creator. However, when you create PDF documents, an evaluation mark will be put on every page you created.
If you have purchased Foxit PDF Creator license from Foxit Software, you will receive a temporary key immediately and a formal key will be e-mailed shortly after. You need to save the key file ("pcrkey.txt") into the following folder.
C:\WINDOWS\System32\spool\DRIVERS\W32X86\3\pcrkey.txt
If you are not sure how you can save the key file correctly, please open the received key file with Notepad or any other text editors, and then copy and paste all the contents from the key file into the box below:
(NOTE: The license key contents start with "[Foxit License]".)
Please press the "Register the Key" button after you save the key file in the above folder or copy the key file contents into the above box.
If you don't have a license key, please press "Keep Evaluating".
Register the Key
Keep Evaluating

1. Click **Register the Key** button.
2. If you select an incorrect key, the Registration will prompt you with pop-up dialog box as the following:


Foxit PDF Creator
Sorry, the key file you selected was not correct. Please try again.
If you just want to evaluate Foxit PDF Creator, please press "Keep Evaluating" button.
OK

3. If the key you selected is correct, you will see a Thanks dialogue box as the following, just click **Ok** button to finish.

NOTES:

- You must restart your computer to complete registration.
- If you didn't register immediately after installation, you can open the Registration screen in the following two ways:
  - ✓ Double click the file "regsisteration.exe" under Foxit PDF Creator installation directory.
  - ✓ Go to Start> Programs>Foxit PDF Creator> Registration.

Uninstalling Foxit PDF Creator

To uninstall Foxit PDF Creator, you can do one of the following:

- ✓ Double click the file "uninstall.exe" under Foxit PDF Creator installation directory.
- ✓ Go to Start> Programs>Foxit PDF Creator> Uninstall.

NOTE: *During uninstallation, if the MSWord is opened, the "COM Addin" on its toolbar will not be removed.*

Chapter Three - Settings for PDF Creation

This chapter helps you to access PDF Printing Preferences to set up options for your PDF files.

This chapter contains the following sections:

- Overview
- General
- Layout
- Fonts
- Document Information
- Watermarks
- Header and Footer
- Security

Overview

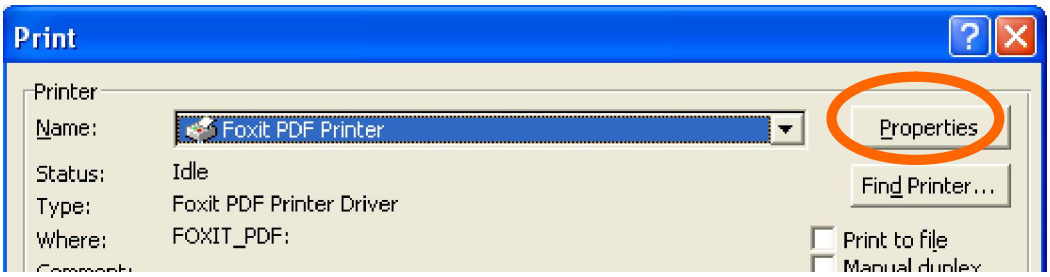
Before you create a PDF file, you may wish to access PDF Printing Preferences to set up options for your PDF files. There are two ways to access PDF Preferences:

Accessing the PDF Printing Preferences from Windows Notepad

When you print a .txt file, select **File > Print > Preference**, you can bring up the PDF Printing Preferences.

Accessing the PDF Printing Preferences from Microsoft Office Documents

- When you print a Microsoft Office document and open the Print dialog box, select **File > Print > Properties**, you can bring up the PDF Printing Preferences.



General

- **Default Folder for Generated PDF File**

This option allows you to assign a destination folder to place the PDF files after generations.

- **Overwrite existing PDF file without confirmation**

By default, this option is checked. If you don't hope your files are overwritten without any prompt, you should uncheck this option.

- **Use default filename and save to default Folder**

If you don't want to change the original filename，just check this option and the generated PDF file will be automatically saved to the default folder you have assigned.

- **Open the file after converting**

By default, this option is checked. The generated PDF file will automatically open after conversion.

- **Compress images using lossy algorithm**

This option allows you to reduce the image size with lower quality when generating PDF files. It's checked by default.

- **Image Resolution**

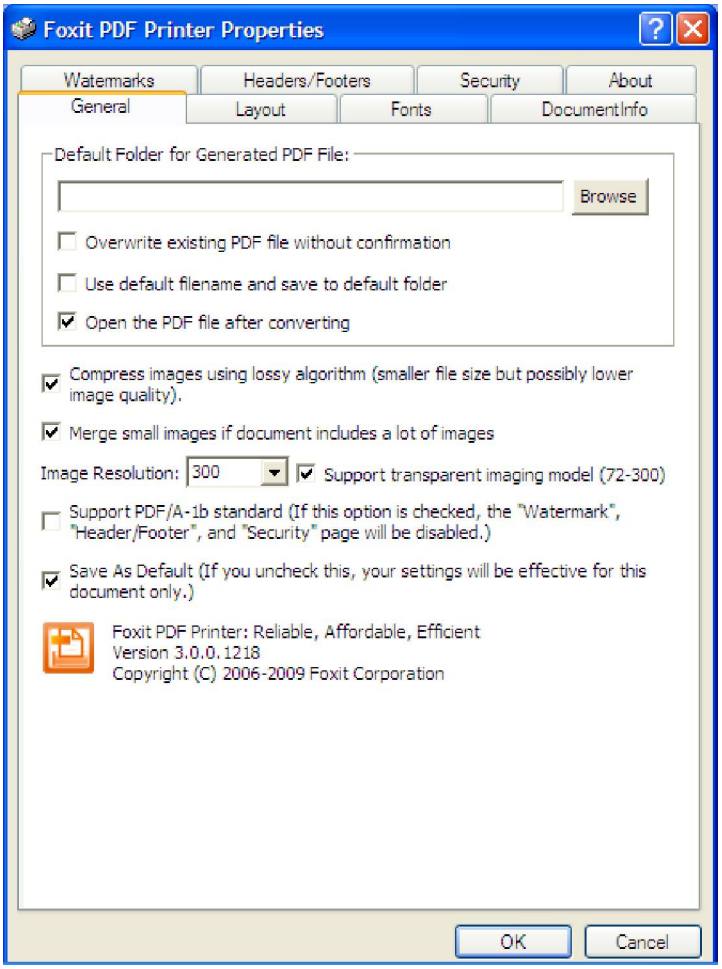
This option allows you to input a DPI (dot per inch) level for image resolution. The valid level value is between 72 -300.

- **Support PDF/A -1b Standard**

This option allows you to archive PDF files. Please note that the "DocumentInfor", "Watermark", "Headers/Footers" and "Security" tab will be disabled if this option is checked.

- **Save As Default**

If you hope all your settings can be applied to all documents, you must keep this option checked. If you uncheck it, your settings will be effective for the current document only.


Foxit PDF Printer Properties
Watermarks
Headers/Footers
Security
About
General
Layout
Fonts
DocumentInfo
Default Folder for Generated PDF File:
Browse
Overwrite existing PDF file without confirmation
Use default filename and save to default folder
Open the PDF file after converting
Compress images using lossy algorithm (smaller file size but possibly lower image quality).
Merge small images if document includes a lot of images
Image Resolution: 300
Support transparent imaging model (72-300)
Support PDF/A-1b standard (If this option is checked, the "Watermark", "Header/Footer", and "Security" page will be disabled.)
Save As Default (If you uncheck this, your settings will be effective for this document only.)
Foxit PDF Printer: Reliable, Affordable, Efficient
Version 3.0.0.1218
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OK
Cancel

General Page

Layout

- **Page Form**

This option allows you to choose one of paper types, or click **Custom-size form** and then enter the **Paper Size** dimensions in the **Width** and **Height** boxes.

- **Layout Preview**

You can see how your document layout will look with the selected options from **Page Form**.

- **Paper Size**

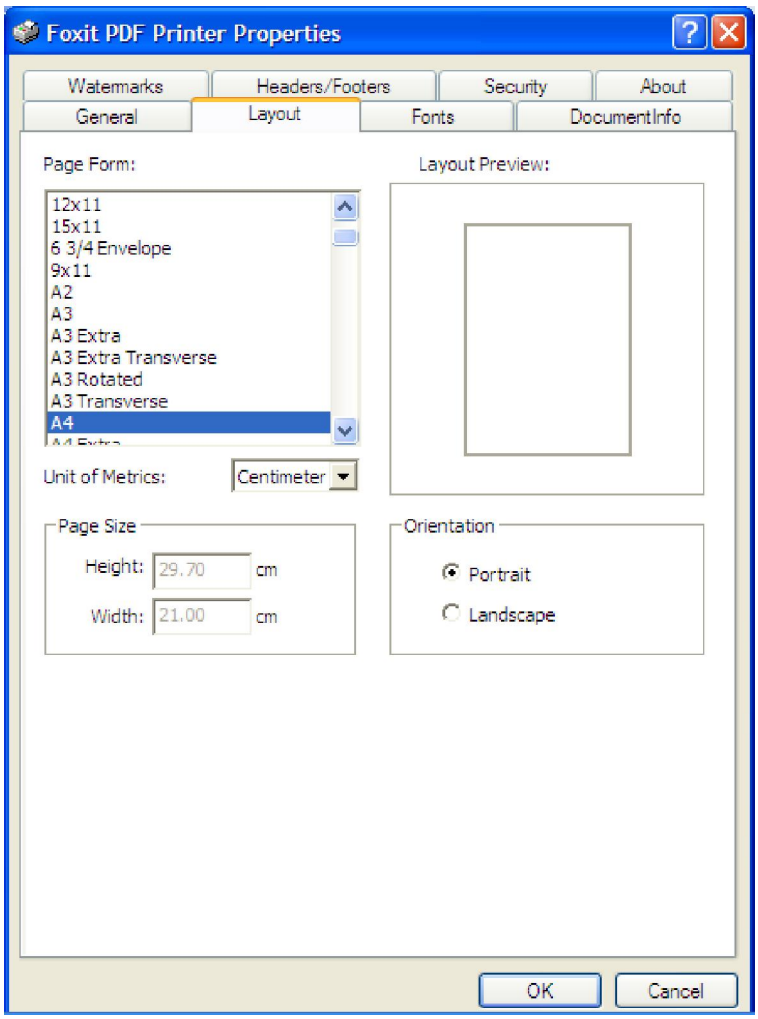
When you click **Custom-size Form** from the **Page Form**, this option is activated, and you can enter dimensions in the **Width** and **Height** boxes.

- **Unit of Metrics**

This option allows you to change the unit of measurement, including inch, centimeter and millimeter.

- **Orientation**

This option allows you to change the page orientation, Portrait or Landscape.


Foxit PDF Printer Properties
Watermarks
Headers/Footers
Security
About
General
Layout
Fonts
DocumentInfo
Page Form:
12x11
15x11
6 3/4 Envelope
9x11
A2
A3
A3 Extra
A3 Extra Transverse
A3 Rotated
A3 Transverse
A4
Layout Preview:
Unit of Metrics:
Centimeter
Page Size
Height:
29.70
cm
Width:
21.00
cm
Orientation
Portrait
Landscape
OK
Cancel

Layout Page

Fonts

- **Embed all fonts**

All fonts in the Font Source list will be embedded into your PDF document when you choose this option. To ensure that the PDF file you create is fully portable and readable on computers that may not have the same fonts installed, you should embed all fonts to guarantee that none are missed.

- **Embed non-standard fonts**

This option allows you to embed nonstandard fonts installed in your computer to your PDF document.

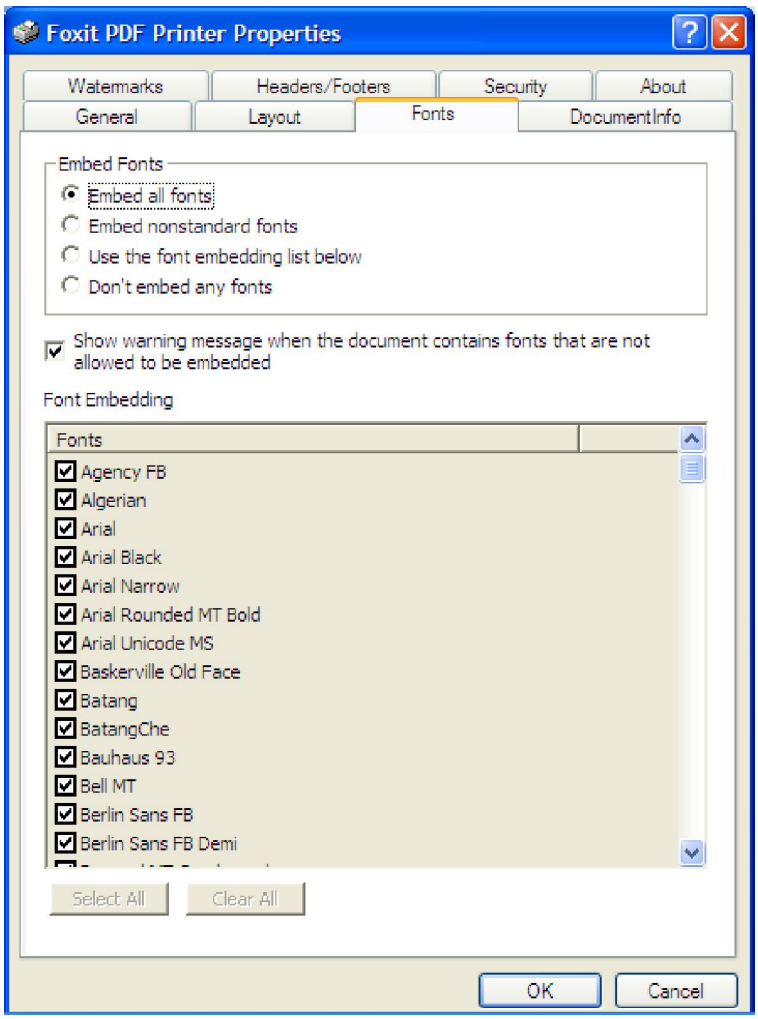
Note: *This will increase the size of your document considerably, particularly if you are using Unicode-based languages like Asian languages. The font embedding list will be disabled when this option is selected.*

- **Use the font embedding list below**

Font embedding list will be available when you select this option. You can check and uncheck the fonts in the list to choose the fonts you want to embed into PDF files.

- **Don't embed any fonts**

All fonts in the embedding list will be unchecked when this option is selected. And when you read the created PDF files, fonts installed on your OS will be used.

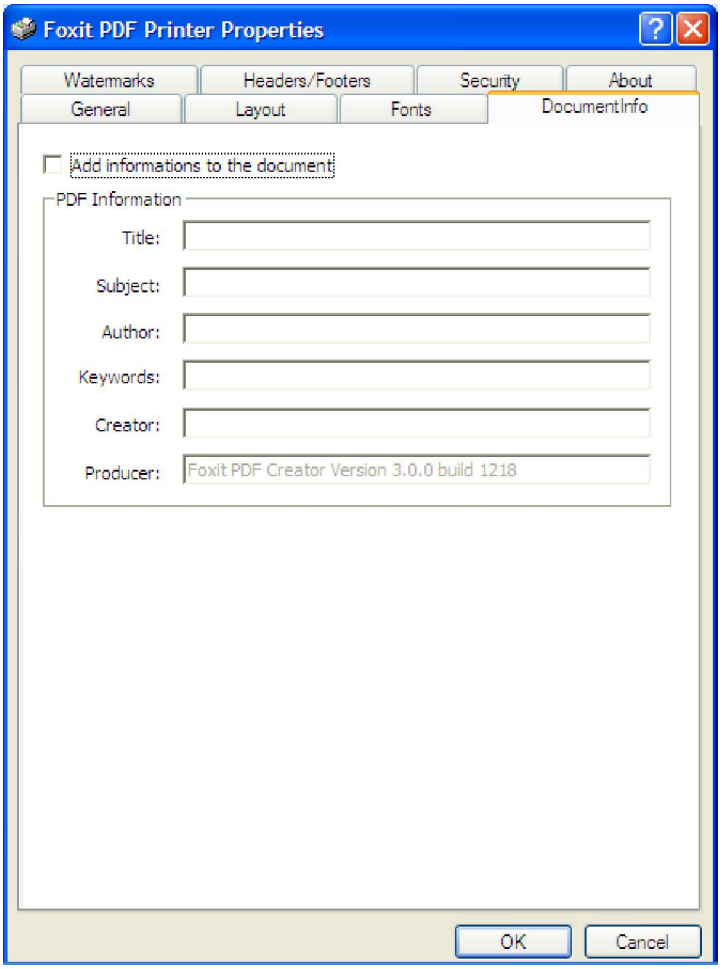

Foxit PDF Printer Properties
Watermarks
Headers/Footers
Security
About
General
Layout
Fonts
DocumentInfo
Embed Fonts
Embed all fonts
Embed nonstandard fonts
Use the font embedding list below
Don't embed any fonts
Show warning message when the document contains fonts that are not allowed to be embedded
Font Embedding
Fonts
Agency FB
Algerian
Arial
Arial Black
Arial Narrow
Arial Rounded MT Bold
Arial Unicode MS
Baskerville Old Face
Batang
BatangChe
Bauhaus 93
Bell MT
Berlin Sans FB
Berlin Sans FB Demi
Select All
Clear All
OK
Cancel

Font Page

Document Information

- **Add information into the Document**

This option allows you to set PDF document properties, such as Title, Subject, Author, etc. You can add information when it is checked.



Document Information Page

Watermarks

- **Add watermarks to the document**

If you want to add watermarks to your document, you can select this option and choose to add **Image Watermarks** or **Text Watermarks**.

Image watermarks

You can browse your computer for an image and change the **Opacity**, **Rotation** and **Offsets** of the image which will be added into your document as a watermark.

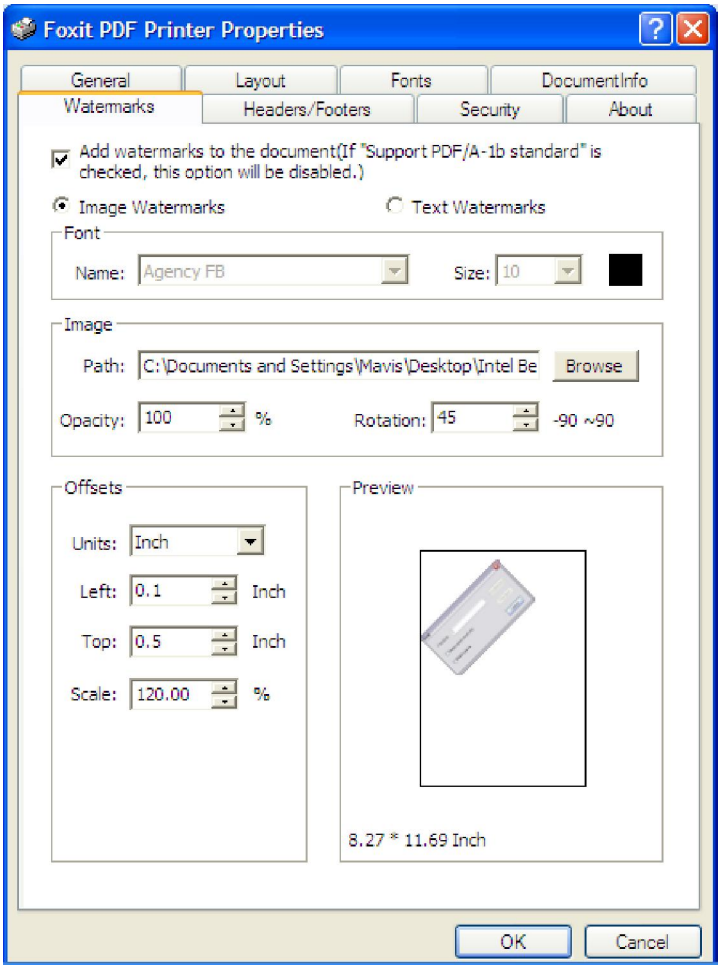


Image Watermarks

Text Watermarks

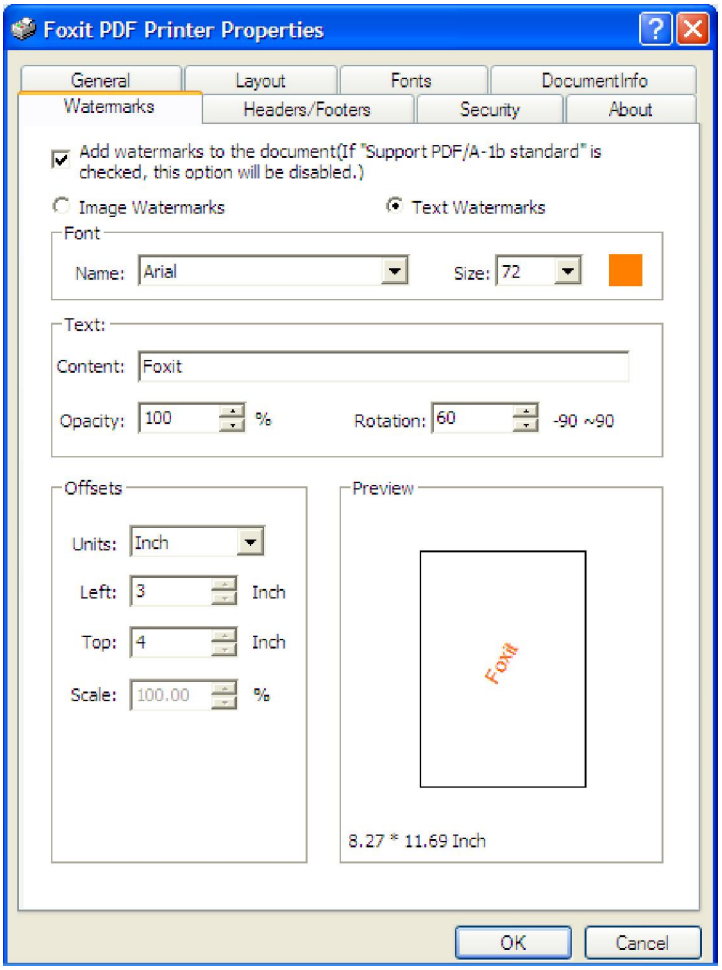
- **Font**

This option is activated only Text Watermarks selected and you can choose the font name, font size and font color from the drop-down menus.

- **Text**

You can enter text in the **Content** box and change the **Opacity** and **Rotation** of

the text which will be added into your document as a watermark.



Text Watermarks

- **Offset**

This option allows you to change the unit of measurement and specify the width, height of the image/text, etc.

- **Preview**

You can see how the watermark will look with the selected options.

Headers/Footers

- **Add Headers/Footers to the Document**

This option allows you to add headers/footers to your PDF document. By checking this option, the following options will be activated.

- **Font**

You can choose the font name, font size and font color from the boxes.

- **Edit**

This option allows you to edit headers/footers and you can specify their styles.

Click **Insert Date** to insert date to the PDF document.

Click **Insert Page Num** to insert page number to the PDF document.

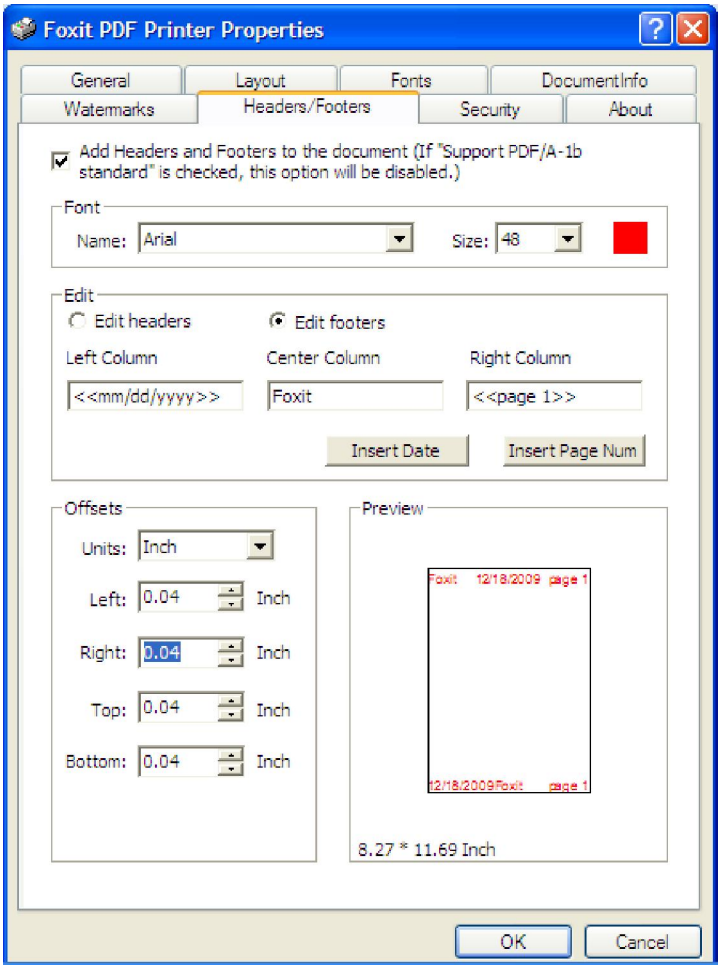
You can enter text in the columns (**Left Column**, **Center Column** and **Right Column**) if needed.

- **Offsets**

This option allows you to change the unit of measurement and specify the margins for all 4 sides.

- **Preview**

You can see how the headers/footers will look with the selected options.



Headers/Footers

Security

The security feature of PDF gives you exceptional control over PDF files. To provide adequate protection for PDF's contents, encrypt and secure PDF files to prevent unauthorized access, restrict sensitive operations, etc. The security feature is especially helpful when the documents contain commercial content or sensitive confidential information.

Password Encryption

There are two kinds of passwords that could be applied to a PDF file: a **Document open password** and a **Permissions password**. When you set a Document Open password, anyone who tries to open the PDF file must enter the password that you specified. When you set a Permissions password, anyone who wants to change the restrictions will have to enter the Permissions password. Please note that if a PDF is protected by both types of passwords, it can be opened with either password, but only the Permissions password allows you to change the restrictions.

Note: *There's no way out to recover password from the PDF if you forget it. To keep a backup copy of the PDF that isn't password-protected is a good choice.*

Adding a password security

1. Select **Please choose the encrypt type** > **Password Encryption.**
2. Check **Require the password to open the document** and then type the password in the corresponding field. If you set permission password, check **Require to add documents restriction**.
3. In the Permission Specification area, you will be shown the security details you specified.
4. Select an Encryption Algorithm.
5. Click Ok and save the document to make setting take effect.

Password security options

When you add a password and security to a PDF file, you can set the following security options:

Password

Require a password to open the document – selects to require users to type the password you specify to open the document.

- **Document Open Password** – specifies a password that users must type to open the document.

Permission

Require to add document restriction – restricts actions to PDF files, such as printing, editing, etc.

- **Printing Allowed** – specifies the level of printing users are allowed for the PDF document.

  A. Print with low resolution – allows users to print at no higher than 150-dpi resolution.
  B. Print with high resolution – allows users to print at any resolution.

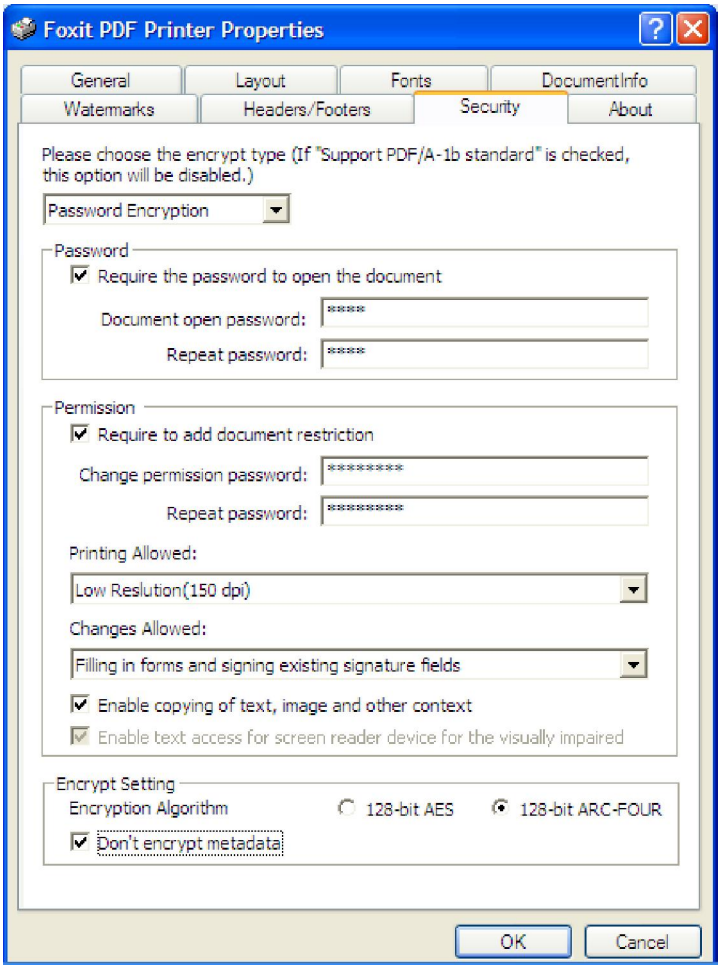
- **Changes Allowed** – defines which editing actions are allowed in the document.

  A. Fill in a form – lets users fill in forms. The option doesn't mean that users can create form fields.
  B. Comments in the document – lets users add comment to the PDF document.
  C. Manage pages and bookmarks – lets users insert, rotate, delete pages, as well as add bookmarks.
  D. Any except extracting pages – let users do all editing actions listed above except extracting pages.

- **Enable copying of text, image and other context** - defines the contents that are allowed to be extracted in the PDF document.
- **Enable text access for screen reader device for visually impaired -** Facilitates the visually impaired users to use voice recognition software in screen reader devices to read the generated PDF files.

Encryption Algorithm - defines data transformations that cannot be easily reversed by unauthorized users. Foxit Creator supports 128-bit AES and 128-bit ARC-FOUR.

Don't encrypt metadata – encrypts the contents of a PDF file but allow search engines access to the document metadata when it is checked.



Password Encryption Page

Certificate Encryption

The advantage of securing documents with certificates is that authors can specify unique permissions for each person. For example, authors can permit a person to fill in forms and comment in document, and permit another person to edit text or delete pages. You can choose certificates from files on disk, or from the Windows certificate store. Only a specific set of users whose identities can be verified and managed can have access to the document. A certificate that contains public key and other identifying information is used to encrypt documents, or verified a digital signature. Only corresponding private key decrypts the document that was encrypting using the certificate.

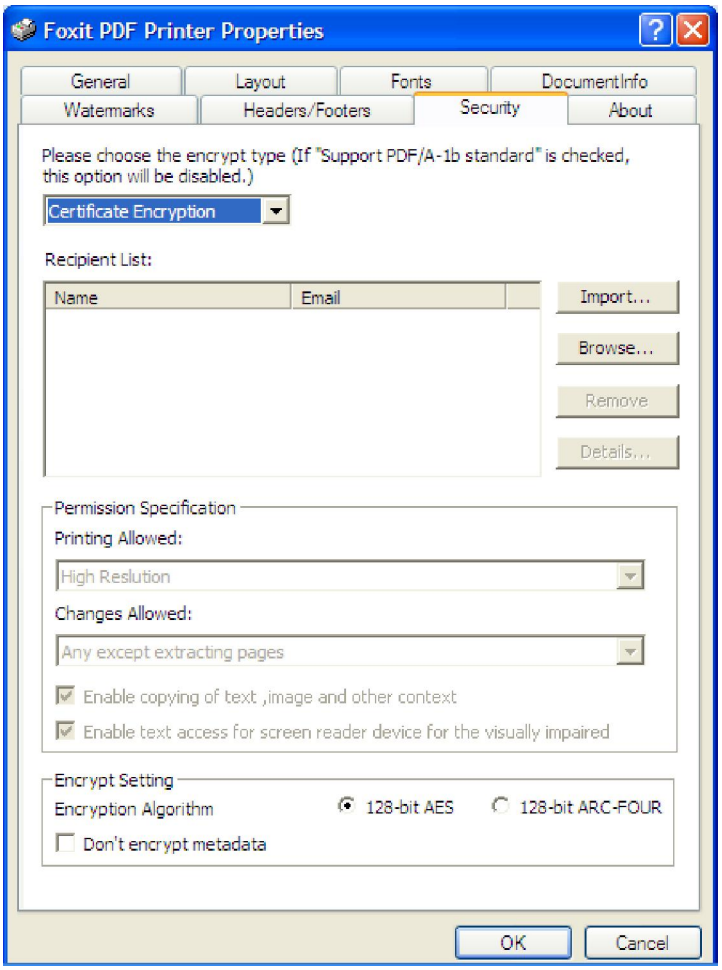
Generally, if possible, encrypt document using certificates from third-party provider. If the certificate is lost or stolen, the issuing authority can replace it, if a self-signed certificate is deleted, all PDF encrypted using the certificates are forever accessible.

Adding a certificate security

1. Select **Please choose the encrypt type** > Certificate Encrypt.
2. In Certificate Encrypt dialog box, create intended recipient list for the encrypt document. You can set document restrictions for a recipient by selecting the recipient and clicking Permission.

- Click **Import** to import certificate from Windows Certificate store.
- Click **Browse** to import certificate from disk.
- Click **Remove** to delete a recipient from recipient list.
- Click **Details** to view the detail of the certificate.
- Click **Permission** to set document restriction for the selected recipient. About Permission options, please refer to "Require to add document restrictions" of" Password security options".

3. Select Encryption Algorithm.
4. Check **Don't encrypt metadata** to encrypts all contents of a PDF file but allow search engines access to the document metadata.
5. Click OK and save the document.



Certificate Encryption Page

Chapter Four – Using Foxit PDF Creator

This chapter gives a short overview on how to get started using PDF Creator, including how to launch Foxit PDF Creator and how to generate accurate PDF files in seconds while retaining the original layout of documents.

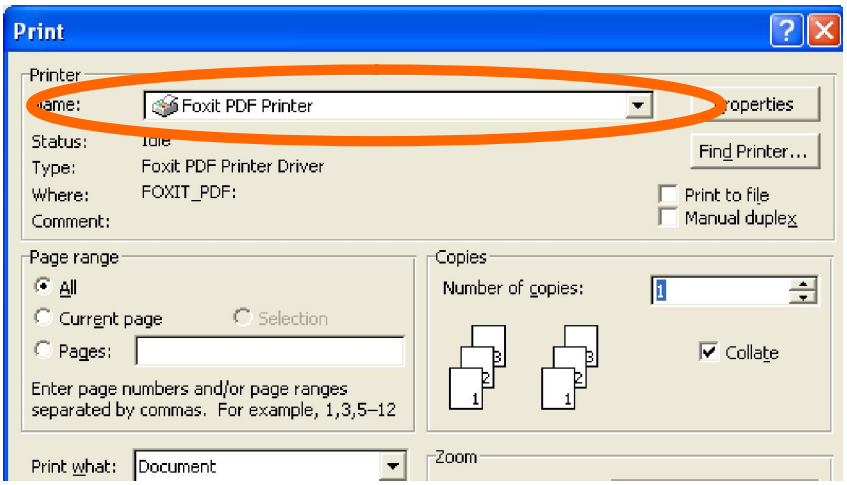
The following sections are covered:

- To create PDF files
- Examples of creating PDF files

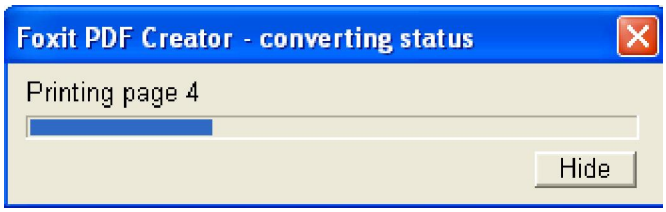
To create PDF files

Foxit PDF Creator works just like a standard printer, so you can use it to print your files from any Windows applications as you would print to a real printer. Make sure that after installation, you have seen a printer in the "Printers and Faxes" with the name "Foxit PDF Pinter".

1. Open a document from a Windows application, such as Microsoft Word, Excel, PowerPoint, Internet Explorer, AutoCAD, E-mail and much more…;
2. Select from main menu **File** -> **Print**;
3. Select the printer named **Foxit PDF Printer**, and click **Ok** button to start printing;



4. You will be prompted to specify the name of the PDF file and where to store. Simply assign the PDF filename, select a folder location, and click the **Save** button.
5. You will see a creating status bar, when it's done, the PDF will be automatically opened.



NOTE: *To open the PDF file, you need a PDF reader program in your system, like "Foxit PDF Reader."*

Examples of Creating PDF Files

Windows Notepad

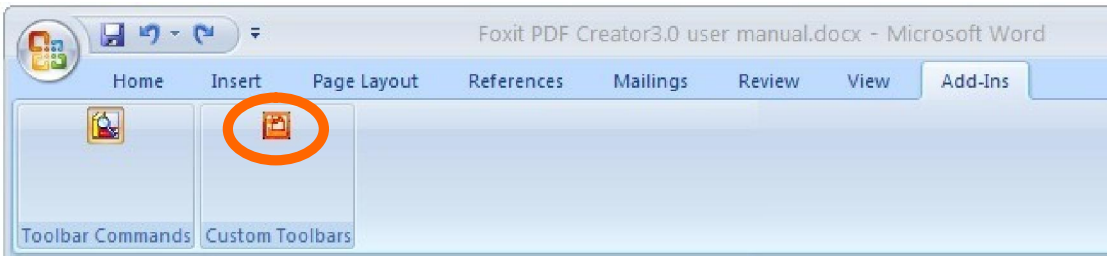
1. Open a .txt file;
2. Select from main menu **File >Print**.

Microsoft Word

3. Run Microsoft Word;
4. Open a .DOC document;
5. Select from main menu **File** > **Print**; or click the software add-in button on the word toolbar if you hope to preserve hyperlinks and generate bookmarks based on word styles.

Foxit PDF Creator 3.0 user manual.doc - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
Final Showing Markup
Show
Normal +
Verdana

MSWord 2003



MSWord 2007

6. Select printer **Foxit PDF Printer;**
7. If you need to deploy printing properties, click the **Properties** button on the right-top;
8. Click **OK**;
9. A dialog box will pop up for you to specify the folder and file name of the PDF document to be generated, after done, click **Save** button;
10. A progress bar will appear, when it's done, the PDF will be automatically

opened.

Support MSWord Hyperlinks and Bookmarks Styles

During installation, Foxit PDF Creator installs a "COM Add-in" in MSWord 2000 or later versions. Using this "COM Add-in", you are able to convert MSWord hyperlink or create PDF bookmarks for PDF output.

NOTES:

- If you use File > Print > Foxit PDF Creator to generate PDF file, you will not be able to migrate Hyperlink and Bookmarks styles from MSWord to PDF output.
- If MSWord 2000 or later is not available in your machine, you will not be able to convert MSWord hyperlink or create PDF Bookmarks.
- Foxit PDF Creator itself doesn't generate bookmarks or hyperlinks. It just converts the bookmarks and hyperlinks that you created in MSWord to PDFs. For how to generate bookmarks and hyperlinks, you should refer to MSWord help.

Microsoft Excel

1. Run Microsoft Excel;
2. Open a .XLS document;
3. Select from main menu **File** > **Print;**
4. Select printer **Foxit PDF Printer;**
5. If you need to deploy printing properties, click the **Properties** button on the right-top (see Deploy the Creation Properties);
6. Click **OK**;
7. A dialog box will pop up for you to specify the folder and file name of the PDF document to be generated, after done, click **Save** button;
8. A progress bar will appear, when it's done, the PDF will be automatically opened.

NOTE:

E. In order to print multiple worksheets in a single Excel workbook to a single PDF file, in the Print dialog box, you may check the option of **Entire Workbook** under the **Print What**, and then all worksheets will be created in a single PDF file.

Internet Explorer

1. Run your Windows web browser;
2. Open a website or stay on a web page;
3. Select from main menu **File** > **Print;**
4. Select **Foxit PDF Printer** from the Pinter list;
5. If you need to deploy printing settings, click the **Preferences** button on the right (see Deploy the Creation Properties);
6. Click **OK**;
7. A dialog box will pop up for you to specify the folder and file name of the PDF document to be generated, after done, click **Save** button;
8. A progress bar will appear, when it's done, the PDF will be automatically opened.

Outlook Express

1. Run your Email client software;
2. Open an E-mail by clicking its title;
3. Select from main menu **File** > **Print**;
4. Select **Foxit PDF Printer** from the Pinter list;
5. If you need to deploy printing settings, click the **Preferences** button on the right (see Deploy the Creation Properties);
6. Click **OK**;
7. A dialog box will pop up for you to specify the folder and file name of the PDF document to be generated, after done, click **Save** button;
8. A progress bar will appear, when it's done, the PDF will be automatically opened.

Contact Us

Feel free to contact us should you need any information or have any problems with our products. We are always here, ready to serve you better.

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  Fremont CA 94538
  USA
- ***Sales:***
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  510-438-9090, 408-307-9358
- ***Support:***
  1-866-MYFOXIT or 1-866-693-6948
  979-446-0280, 408-329-7976
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  510-405-9288
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  Marketing Service - marketing@foxitsoftware.com